

Chapter 26 ELECTION SUPERVISORS

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Sec. 26-1. Composition and term.

The Election Supervisors shall be comprised of five members, who shall be appointed by the Board of Managers to four year terms, with the exception that two of the initial appointments shall be for two years. An Election Supervisor whose term has ended may continue to serve until a replacement is appointed. The Board of Managers shall appoint one of the Election Supervisors as Chair.

Sec. 26-2. Qualifications.

Election Supervisors must be residents of, and registered voters in, the Village.

Sec. 26-3. Meetings.

The Election Supervisors shall meet as needed, but at least once per year. All meetings, unless closed for reasons stated in §3-305 of the General Provisions Article, Annotated Code of Maryland, shall be open to the public.

Sec. 26-4. Annual Report.

The Chair of the Election Supervisors shall report annually to the Board of Managers on or before July 1, and at such other times as requested by the Board.

Sec. 26-5. Duties.

(a) Election Supervisors. The Election Supervisors shall conduct all elections in the Village in accordance with the charter and this code. The Election Supervisors shall perform those duties required to conduct elections, including but not limited to the following:

- (1) coordinate with Village staff with respect to pre-election procedures such as election notices, provision and collection of required forms, including the certificate of candidacy and financial disclosure form, and obtaining voter registration lists;
- (2) ensure that absentee ballots are available and accounted for;
- (3) ensure that ballots and the voting place are available during the hours of election, accommodate poll watchers, and maintain peace and order during the election process;
- (4) determine the registered voters of the Village, resolve disputes as to which residents are authorized to vote; and
- (5) in the event of a vacancy on the Board, the Chair of the Board will direct the Chair of the Election Supervisors to initiate a process to fill the vacancy until the next election, as follows:

- A. The Chair of the Board will ask the Chair of the Election Supervisors to call for nominations of candidates.
- B. The Chair of the Election Supervisors will announce the opening of a seat on the Board and invite Village residents to submit nominations to the Election Supervisors by a date certain. Candidates will be encouraged, but not required, to submit statements of up to 300 words. The statements may include biographical material and comment on the candidate's objectives as a member of the Board.
- C. The Election Supervisors will submit the names of all candidates and their statements to the Board.
- D. The Board will hold a public meeting at which the nominees will be invited to present their credentials to the Board and the community. The Board may ask questions of the candidates. The Board will select a candidate in an open vote at the public meeting.
- E. The Election Supervisors will monitor this process to insure that it is transparent. At the conclusion of the election by the Board, the Chair of the Election Supervisors will certify that all required procedures were followed.

(b) Chair of the Election Supervisors. The Chair of the Election Supervisors shall, in addition, meet with Board of Managers prior to their first scheduled meeting after an election of the Board to discuss the roles and responsibilities of the officers of the Board and the procedure for selecting officers.

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